

135-2229

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27 September 1954

MEMORANDUM FOR: Director of Training

SUBJECT: Request for Further Use of OTR/Instructional Services Staff

1. [REDACTED] Training Methods Specialist of your Instructional Services Staff, has been assisting the Training Division of TSS for the past several months to improve the instructional materials and methods used in several of its courses. His guidance has been one of the most important elements in improving the quality of the Training in TSS, particularly its continuity. [REDACTED] and I have expressed our appreciation in person to [REDACTED] and also to [REDACTED] for his valuable contribution.

2. We would like to continue this program until [REDACTED] has reviewed all of our courses and assisted us in reorganizing the instructional materials, planned more effective lesson outlines and the utilization of some of the other specialized services of ISS/OTR in the production of training aids, related reading materials and instruction sheets.

3. [REDACTED] has mentioned the evaluation program in OTR and recommended that we take advantage of that service to revise our evaluation program. His points are well taken, and to that end, we would like to request the services of A&E/OTR. Since the TSS/TD is trying to design its operations to allow use of OTR Training Request Form 51-1, some evaluation system will be needed. The old TSS/TD system used the Request as an evaluation when the training was completed.

4. May I thank you again for past services in this field and hope that the experience and special talents of [REDACTED] will be available to us, subject, of course, to the demands on his time arising from his usual duties. We have been able to schedule this satisfactorily with Mr. [REDACTED]

[REDACTED]
Chief, TSS/Training Division

RKC:sw

Distribution:

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ROUTING AND RECORD SHEET

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INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM: C/ISS/Training Div. Rm. 11-3 11-3				TELEPHONE	NO. ED 3063	
					DATE 27 Sept 1954	
TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS
		REC'D	FWD'D			
1. Director of Training	Rm. 11-31	9/29	9/30			
2. DDTR		OCT 13 1954				
3. C/ISS		SEP 30 1954				
4. C/A-E						
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